

CHAPTER 4—ISSUE AREA

PURPOSE

This chapter provides members and issue area management with specific information about the responsibilities of issue area members.

ISSUE AREA ORGANIZATION

An issue area is a group of Aviation Rulemaking Advisory Committee (ARAC) member organizations assigned to address a specific subject area.

The following issue areas are represented in ARAC:

- Air Carrier/General Aviation Maintenance,
- Air Carrier Operations,
- Air Traffic,
- Aircraft Certification Procedures,
- Airport Certification,
- General Aviation Certification and Operations,
- Noise Certification,
- Occupant Safety,
- Rotorcraft,
- Training and Qualification, and
- Transport Airplane and Engine.

Note: Visit the Federal Aviation Administration (FAA) Web site at <http://www.faa.gov/avr/arm/aracmembership.cfm?NAV=6> for a current list of the issue areas and membership.

An assistant chair and an assistant executive director lead each issue area.

ISSUE AREA RESPONSIBILITIES

Assistant chair

The following table describes the assistant chair's responsibilities:

Administrative	Working Group Formation Phase	Work Plan/Concept Paper and Recommendation Development Phases
<ul style="list-style-type: none"> • Serves as the focal point for all ARAC activity and communications in an issue area. • Presides at issue area meetings. • Advises the Office of Rulemaking transportation industry analyst of any ARAC meetings to be included on the ARAC Web site. • Certifies the accuracy of the minutes of the issue area meetings. 	<ul style="list-style-type: none"> • Establishes appropriate working groups, if necessary. • Ensures each working group is balanced in membership, in consultation with assistant executive director. • Ensures each task assigned to ARAC within the assistant chair's issue area is adequately defined and understood by all concerned. • Appoints each working group chair, in consultation with the assistant executive director. • Selects each working group member, in consultation with the assistant executive director and the appropriate working group chair. 	<ul style="list-style-type: none"> • Monitors the progress of each working group. • Ensures working group activity progresses in an orderly fashion. • Requests drafting, legal, and economic guidance from the executive director in consultation with the assistant executive director, when appropriate. • Conducts indepth reviews of working group reports. • Reviews proposed recommendation documents to determine whether harmonization has been maximized, when appropriate. • Ensures ARAC recommendation documents within the assistant chair's issue area are submitted to the FAA on schedule and in an acceptable form. • Transmits ARAC recommendation documents to the FAA.

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Issue area member

An issue area member is responsible for—

- Attending issue area meetings.
- Contributing his or her respective aviation knowledge and expertise.
- Coordinating with the constituents in his or her organization.
- Participating fully in ARAC activities by representing his or her organization's and its constituents' viewpoint(s).
- Advising the assistant chair and the assistant executive director when he or she can no longer represent his or her organization in an issue area.

ISSUE AREA PROCESS—ASSISTANT CHAIR

Overview

The assistant chair participates in the ARAC process as follows:

Phase	Action
Task phase	Reviews the task. Clarifies the task. Coordinates the task with issue area members. Assigns the task to a working group. Negotiates the task schedule.
Working group formation phase	Appoints the working group chair. Selects the working group members.
Work plan/concept paper phase	Places the completed work plan and concept paper on the issue area public meeting agenda. Reviews the work plan and concept paper.
Recommendation development phase	Notifies the FAA of the need for drafting, economic, and legal guidance, when appropriate. Places the recommendation presentation on the issue area public meeting agenda. Distributes the recommendation document (generally 30 days before next issue area meeting). Reviews the recommendation document. Prepares the letter to the FAA and sends the recommendation document to the FAA.
FAA action phase	Takes no action.

Task phase

The assistant chair—

- Receives a copy of the task from the FAA to review.
- Coordinates the task with issue area members.
- Comments on the task and redefines or clarifies it, as necessary.
- Advises the FAA of any suggested changes to the task.
- Assigns the task to a working group.

The assistant chair may negotiate the schedule with the assistant executive director, in consultation with the executive director, if he or she determines the FAA-imposed deadline cannot be met.

Working group formation phase

During this phase, the assistant chair participates in appointing the working group chair and selecting the working group members using the selection criteria described below.

Appointing a working group chair

The assistant chair appoints a working group chair who—

- Possesses technical expertise in the specific task area.
- Is capable of organizing and leading the working group.
- Possesses facilitation skills.
- Has a balanced perspective on the issues.
- Is available to fulfill the duties of the working group chair.

Note: The working group chair does not have to be a representative of any of the ARAC member organizations.

Selecting working group members

A team made up of the assistant chair, the assistant executive director, and the working group chair selects working group members by reviewing the list of individuals interested in participating in the working group. Using the criteria listed below, this team appoints qualified individuals from the list and ensures the working group has a balanced membership in the representation of interests.

Working group members should be selected based on their—

- Technical expertise in the task area, and
- Availability to participate fully in working group activities.

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In addition, working group members—

- Should include a diverse and balanced representation of the aviation industry capable of providing a thorough examination of the issues in the completion of the assigned task.
- Should not include representatives from any of the ARAC member organizations represented on the full committee.
- Should be selected from interested parties. Interested parties include those who petitioned in response to the Federal Register notice to be a working group member, such as aviation-related manufacturers, operators, associations, unions, and public interest and advocacy groups; airports; air traffic services; and the general public.

Work plan/concept paper phase

In the work plan/concept paper phase, the assistant chair—

- Schedules the completed work plan and concept paper for discussion at the issue area's next public meeting agenda.
- Oversees discussions on the task to reach consensus on whether to accept the working group's work plan and concept paper or to task the working group with refining its goals and presentation.
- Documents the issue area's reasons for accepting or not accepting the work plan and/or concept paper.
- Ensures the working group is proceeding on the right track.

Recommendation development phase

Obtaining support services

During the working group's development of the recommendation document, the assistant chair may arrange for drafting, legal, and economic guidance. The assistant chair contacts the Office of Rulemaking transportation industry analyst assigned to the FAA internal team to arrange for drafting support.

To arrange for legal and economic support, the assistant chair—

- Notifies the Office of Rulemaking in writing.
- Provides the Office of Rulemaking with a copy of the accepted draft recommendation document with the notification.

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Accepting a recommendation document

The assistant chair—

- Schedules the working group's recommendation document on the issue area's next public meeting agenda.
- Sends all issue area members the recommendation document for their review before the public meeting. Typically, the assistant chair sends the document electronically to members 30 days before the meeting.
- Ensures the issue area members discuss the recommendation document and deliberate to reach consensus on whether to accept the working group's recommendation document or to task the working group with refining its recommendation document.

Transmitting a recommendation document

After the issue area reaches consensus on the working group's recommendation document, the assistant chair prepares a cover letter addressed to the Associate Administrator for Regulation and Certification that accompanies the recommendation document to the FAA. The assistant chair sends the formal hard copy of the document to the FAA through the Associate Administrator for Regulation and Certification. The assistant chair also provides the Office of Rulemaking transportation industry analyst assigned to the issue area with an electronic copy of the letter and document.

ISSUE AREA PROCESS—ISSUE AREA MEMBER

Overview

Issue area members participate in the ARAC process as follows:

Phase	Action
Task phase	Review the task statement.
Working group formation phase	Take no action.
Work plan/concept paper phase	Discuss the work plan and concept paper. Reach consensus on the work plan and concept paper.
Recommendation development phase	Discuss the recommendation document. Reach consensus on the recommendation document. Accept the recommendation document.
FAA action phase	Take no action.

Task phase

Issue area members review the task statement.

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Work plan/concept paper phase

Issue area members—

- Discuss with the other issue area members the work plan and concept paper the working group presents to the issue area at a public meeting.
- Deliberate with the other issue area members to reach consensus on whether to accept the work plan and concept paper, or to task the working group with revising the work plan and/or concept paper for resubmission to the issue area, if necessary.

Recommendation development phase

Issue area members—

- Review the recommendation document before the public meeting at which the document is presented. (Typically, issue area members receive the recommendation document electronically from the assistant chair 30 days before the meeting.)
- Discuss the recommendation document with the other issue area members at the public meeting.
- Deliberate with other issue area members to reach consensus on whether to accept the working group's recommendation document for submission to the FAA.
- Deliberate to resolve any issues if the issue area members do not reach consensus and return the document to the working group for appropriate action.
- Ensure minority opinions are included in the recommendation document.

ISSUE AREA COMMUNICATION PROTOCOL

Person to Contact	How to Contact That Person
Member of another issue area	Contact the assistant chair and the Executive Committee to formally contact an issue area member in a different issue area.
Issue area member within your issue area	Communicate directly and informally with another issue area member within the issue area.
Working group chair or working group member	Contact the assistant chair.
FAA management	Contact the assistant executive director.
FAA employee	<p>Contact a member of the FAA internal team assigned to a certain task.</p> <ul style="list-style-type: none">• If there is a question about a working group activity, the FAA encourages discussing the concern with the working group chair, then contacting the FAA representative assigned to the working group.• If the question is procedural, contact the FAA representative or the designated Office of Rulemaking transportation industry analyst or directorate technical writer/editor.